

DEANA ROBERTS

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 317-366-1278

 Indianapolis, IN 46226

 [Bold Profile](#)

PROFESSIONAL SUMMARY

Experienced administrative professional with solid background in screening donors for procedures. Conducting painless finger sticks and accurately reading results. Good communication, interpersonal and organizational skills.

SKILLS

- Screening donors
- Medical Equipment Operation
- Processing payments
- Registration management
- Collecting vital signs
- Vital signs monitoring
- Specimen Collection
- HIPAA Compliance
- Blood Pressure Measurement
- Medical History Documentation
- Reliability
- Support Services

EDUCATION

Brown Mackie College - Atlanta
Indianapolis, IN • 05/2007

Associate of Arts: Medical Assisting

WORK HISTORY

CSL Plasma Center - Medical Screener/Medical Receptionist

Indianapolis, IN • 10/2023 - Current

- Improved patient experience by providing efficient and accurate medical screening services.
- Enhanced clinic workflow through effective communication with medical professionals and staff.
- Conducted thorough and precise medical screenings for early detection of health issues.
- Ensured patient privacy and confidentiality while maintaining meticulous record-keeping practices.
- Educated patients on the importance of routine screenings, promoting preventative healthcare practices within the community.

Save On Liquor - Cashier/Customer Service Sales Representative

Indianapolis • 05/2023 - 09/2023

- Enhanced customer satisfaction by providing efficient and accurate cash transactions.
- Streamlined checkout process for increased efficiency and reduced waiting times.
- Maintained a balanced cash drawer, ensuring accurate accounting at the end of each shift.
- Assisted customers with inquiries and provided exceptional service, resulting in positive feedback from shoppers.
- Demonstrated product features, answered questions and redirected objections to highlight positive aspects.

Community Spirit - Cashier/Customer Service

Indianapolis, IN • 04/2022 - 08/2023

- Monitored self-checkout systems and provided help in resolving complex problems.
- Conducted inventory counts by adding each item in stock and documenting in computer system.
- Set up new sales displays each week with fresh merchandise.
- Kept cash wrap stocked, products faced and shelving free of misplaced items or trash.

- Checked personal identifications during alcohol and tobacco sales.
- Encouraged customers to make additional purchases by highlighting current deals and keeping lane well-stocked.

Automatic Distributors - Picker Packer

Indianapolis • 07/2022 - 02/2023

- Enhanced order accuracy by carefully picking and packing items per customer specifications.
- Reduced shipping errors by thoroughly checking each item before packaging for shipment.
- Streamlined warehouse operations through efficient organization of products and inventory management.
- Expedited order processing by utilizing a barcode scanner to accurately select items from shelves.
- Maintained warehouse cleanliness and safety, conducting regular inspections to prevent hazards or accidents.

Dbats Inc - Armed Security Guard

Indianapolis • 05/2021 - 06/2022

- Enhanced security measures by conducting thorough patrols and monitoring CCTV systems.
- Maintained a safe environment for employees and visitors through diligent access control procedures.
- Reduced incidents of theft and vandalism by implementing strict security protocols.
- Responded to emergency situations with professionalism, quickly assessing and addressing potential threats.
- Collaborated with law enforcement agencies, providing detailed reports on incidents and assisting in investigations.